

## Ohio University Faculty & Staff Pay to Park Transition

Ohio University is moving from a no cost faculty/staff parking environment to fee based parking. This transition will occur during the summer of 2011 and effective starting July 1, 2011. Benefit eligible staff will begin seeing parking fees deducted from their payroll checks effective at that time. Non-benefit eligible staff will be required to purchase parking in the Parking Services office and pay associated fees at that time.

**Benefit Eligible Staff:** *Permit Fee is \$150 per year.* Benefit eligible staff are full-time and part-time Ohio University employees who are eligible for benefits such as healthcare. (See policy 41.010 and/or the Faculty Handbook for information regarding benefits eligibility.) Such staff are paid through the Ohio University payroll system and are typically classified under the following categories.

- Administrative & Faculty Groups I, II, & IV Contracts
- Classified
- Bargaining Unit

All benefit eligible University employees of the Athens campus will have the fee deducted from their payroll checks. The frequency of this deduction and amount is determined by the number of pays received by the employee; but each employee will receive an overall deduction of \$150 per year.

**Non-Benefit Eligible Staff:** *Permit Fee is \$150 per year (or a pro-rated fee per quarter if present less than a year).* Non-Benefit eligible staff are those who are either an Ohio University employee who is not eligible for healthcare benefits or a Non-Ohio University employee requiring parking on University property. These staff may be paid through Ohio University's payroll system; but on a contract by contract basis. Others may not be paid through Ohio University's payroll system at all. Typically, these staff fall under the following categories:

- Administrative & Faculty Groups III Contracts
- Courtesy/Guest Appointments
- Visiting Scholars
- NBIA Employees
- Teaching Academy & Ameri-corps
- UMA Employees
- Temporary Employees (such as Career Connections)
- Interns
- Retirees

**Commonly asked questions and answers are listed below.**

Q: If I pay for parking, do I get to park in more areas than I already do?

A dark green faculty/staff permit is only valid within dark green and purple lots. Paying for parking does not change where your permit is valid.

Q: Will I receive a reserved space or am I guaranteed to find parking in my lot outside my building?

Parking cannot be guaranteed at any time in a particular lot on campus due to events and other unforeseen circumstances. There are always available parking areas on campus; but they are not always right outside a work location.

Q: How do I pay for this fee?

All full-time, benefit eligible University employees of the Athens campus will have the fee deducted from their payroll checks. The frequency of this deduction and amount is determined by the number of pays received by the employee; but each employee will receive an overall deduction of \$150 per year.

Non-benefit eligible University employees must pay their fee upon obtaining their permit. Fees will be based on the length of the permit which is based on employment or contract dates not to exceed one year at a time.

Q: If I begin work half way through the year, do I still have to pay for a full year?

No, fees will be prorated for employees who begin mid-year for that particular year. Subsequent years will require full payment.

Q: What if I do not wish to pay for parking, do not drive a car, or wish to “opt out” of having a parking permit?

Employees may “opt out” of the parking fee. Faculty/staff will be notified via e-mail regarding the Opt Out process and steps that need to be taken. The “opt out” process will begin no later than July 8, 2011. To opt out, Faculty/Staff will log in under the My Account section of the Parking Services website and follow the prompts. The deadline to opt out is July 31, 2011. Those who do not wish to pay the parking fee must return any valid University permit they have in their possession; and parking on campus will only be available during the times in which the dark green and purple lots do not require a permit.

Q: What if I want to carpool with someone?

Staff may choose to carpool. It is up to the staff member(s) to work out who is carpooling together and of the group, whom will obtain a permit. The remaining group members must opt out of purchasing a permit. The permit is registered to the individual who is responsible for the fee. This individual must then notify parking it will be used as a carpool option and list the employees who have opted out and choosing to carpool with them.

All associated vehicles must be registered. Employees who opt out may rotate use of the carpool permit as long as they are not gaining an employee parking area they could not obtain on their own. Use of a Faculty/Staff permit by an individual who is not eligible to obtain this permit type on their own may result in subsequent fines.

Q: How does this affect my handicap parking on campus?

Faculty/staff who have a handicap permit must register their handicap permit with Parking Services. Handicap permits must be displayed in conjunction with a University Permit. Those wishing to utilize parking on campus (handicap or regular spaces) must obtain a University permit. Parking areas remain the same.

Q: If I purchase a faculty/staff permit, does that mean I can gain access to lots which have been reserved for special events or athletic event parking?

When a lot is closed for an event, only authorized vehicles may enter the lot. Purchasing a faculty/staff permit does not guarantee parking within a particular area or lot on campus.

Q: If I forget my permit at home and need a temporary permit for the day, will I now be charged for the temporary permit?

Up to 3 one day temporary permits will be issued at no charge per year.

Q: My permit has been lost or stolen, is there going to be a fee to replace the permit since permit now cost money?

Replacement permits will be issued in accordance with the policy already in place for Baker University Center Garage permits. The first instance of a lost/stolen permit will be replaced for a fee of \$25. Subsequent replacements must be purchased based on the remaining fee due on the lost/stolen permit.

Q: Since I purchased the permit, can I allow my son or daughter to use the permit?

Permits may only be used by the individual they were issued to. Permits are only transferable in carpool situations outlined above. If an individual is not eligible to obtain the permit on their own accord, they may not utilize the permit to gain parking access in lots in which they do not typically have access or are not authorized to park in. For example, a student may not obtain parking in a faculty/staff parking area.

Q: I get a paper permit. Since I'm now paying for the permit, will I get a plastic permit instead?

Paper permits are issued to staff who are working for the University on a contract basis, and employment end dates vary. It is not fiscally feasible to have plastic permits for temporary or short term staff. Paper permits will continue to be used as in the past. When paying for parking, staff are paying for the ability to park within a particular area. Not the type of permit.

Q: I'm faculty/staff, but I only get access to the purple lots on my permit. Is my fee lower than those who get access to the dark green and purple lots?

Non Benefit eligible staff who are NOT also a University student may obtain permits valid within the dark green and purple lots, and the \$150 fee will apply. Non Benefit eligible staff who are also a University student must obtain a purple lot only permit. This fee will be in accordance with the commuter permit fee of \$105 per year.

Q: How will this renewal process work, and how will I know if I need a new permit?

The plastic faculty/staff permits will continue to be valid for a two year period upon issuance or based on the expiration date listed on the permit. However, some staff may receive notification from Parking Services requiring a new permit due to the pay-to-park transition and separation of benefit eligible and non-benefit eligible staff.

Benefit Eligible Staff will have parking fees deducted from their payroll checks. However, permits must still be renewed every two years. Staff with a DG09 permit (refer to the permit number on your permit) will be required to obtain a new permit during the summer 2011. Parking Services will notify staff with these permits via e-mail, Campus Mail, and US postal mail regarding this renewal process. Staff with DG10, DG11, and DG12 permits will not be required to obtain a new permit at this time unless otherwise notified by Parking Services.

Non-Benefit Eligible Staff who have plastic permits may be required to obtain a new permit during the transition period. Parking Services will be notifying these staff members personally of the renewal and payment process required.

Q: Will we now have to get a new permit every year instead of every two years?

As mentioned above, this will vary from individual to individual during the transition period. Benefit eligible employees will continue to obtain a new permit every two years. Non benefit eligible employees will be required to obtain a new permit each year or in accordance with their contract.

Q: Will seniority parking permits be affected? How so?

Faculty/staff who currently have a seniority (now referred to as a priority permit) permit will pay the \$150 fee as all other staff and maintain parking within the priority lot. No new priority lot permits will be issued.

Q: How will this affect motorcycle parking?

Motorcycle parking will remain the same. However, Parking Services plans to adjust motorcycle parking during the summer of 2012; and parking fees may apply at that time.

Q: If I have a Baker Garage parking permit, what do I need to do?

1. If you wish to park *only* in your Baker Center parking space you will need to opt out of the \$150 payroll deduction parking fee. You will still receive the \$150 in your pay for the parking offset. You will still need to pay your yearly Baker Garage Permit fee. Your permit will not be valid in the dark green and purple parking lots on campus.

2. If you wish to park in your Baker Center parking space *and* have access to the dark green and purple parking lots on campus, you will need to do nothing other than pay your yearly Baker Garage permit fee. You will not need to opt out of the parking payroll deduction process and deductions will begin from you payroll in October.

Appropriate permits will be issued in August for both of the above options.

Q: Can I buy more than one permit?

Parking Services does not issue more than one permit per customer. Customers with multiple vehicles may transfer their permit from one vehicle to another. The permit is registered to the individual; and as long as the individual gaining

parking within a particular lot is the permit holder, it may be used within additional vehicles. Parking Services recommends registration of all personal vehicles. However, please do not register someone else's car.

Q: My work schedule begins at 4 p.m. Do I have to buy a permit since the purple lots open at 3 p.m. and the dark green at 5 p.m.?

Staff may choose to "opt out" of the parking fee and relinquish any parking permits in their possession. If they choose to do this because they work during a time in which permits are not required, they must ensure they park within the lots only during the times in which a permit is not required.

Q: If I'm off on unpaid leave, what do I do with my permit, and am I still responsible for the Parking fees while I am off?

Faculty/staff who are off on unpaid leave must return their permit to Parking Services on their last day of work. Parking Services will notify payroll, and parking fees will no longer accumulate during the period of unpaid leave. Upon return to employment, the employee must obtain a new permit from Parking Services. Associated fees for the permit will apply when the permit is obtained. Employees who go on unpaid leave but do not return the permit will have parking fees accumulated while they are off.

Q: Is this parking fee a pre-tax deduction from our payroll checks?

Yes, this fee is pre taxed much the same as healthcare is.

Q: If I am a retiree, and only need to park on campus for one day at a time, what are my options?

Retirees not wishing to purchase a yearly permit may opt to purchase a daily permit during their visit. The cost of the daily permit is \$3.